

**TALBOT COUNTY DEPARTMENT OF PLANNING AND ZONING**  
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**Talbot County Historic Preservation Commission**

<b>Meeting Minutes - DRAFT</b>
<b>Date: 10/16/17</b>
<b>Location: Conference Room #1 - Department of Planning and Zoning – 215 Bay Street, Easton, MD</b>

<b>HPC Members</b>		
<b>Name</b>	<b>Attended</b>	<b>Comments</b>
Marsha Kacher, Chair	*	
Dorothy Fenwick	*	
Victor MacSorley	*	
Ronald Mitchell	*	
Robert Mueller	*	
Janice Pifer	*	
Cindy Schmidt	*	
<b>Staff and Guests</b>		
Talbot County Department of Planning and Zoning, Martin Sokolich & Doug Reedy		

**Agenda and Notes**

**Call to order – 3:00 p.m.**

**I. A. Roll Call**

Commissioners Kacher, Fenwick, Schmidt, Mitchell, Mueller, Pifer, and MacSorley were all present.

**B. Welcome to new Commissioner Janice Pifer**

**C. Review minutes from August 10<sup>th</sup> meeting.**

Addition that Ron Mitchell was tasked at the previous meeting to investigate possibilities for grant research assistance, to be discussed further in new business.

Motion to approve by Ron Mueller, seconded by Cindy Schmidt. Approved unanimously as amended.

**II. Old Business**

**A. Update on Phase II Study of Hazard Mitigation Study of Selected Talbot Co. Villages.**

The Phase II study will be presented to the Talbot County Council on Tuesday October 24. Meeting begins at 6 PM in the Bradley Meeting Room.

**B. AECOM completion of Contract**

Final details on Phase I will be resolved and completed soon. MHT and AECOM are meeting to resolve the final details on payment for MHT additional work. An email status update will be sent, as well as a memo of appreciation to AECOM.

**C. Site Visit, Mt Misery**

Site visit was completed on September 22, 2017 by Commissioners Marsha Kacher, Cynthia Schmidt and her daughter, Ali, and Victor MacSorley. There are ongoing concerns with masonry work on the structure, as noted in previous reports.

**E. Updated Bylaws**

The Commission would like citations from Maryland Law that grant authority to form and manage a historic preservation district in Talbot County.

**III. New Business**

**A. October Site Visit**

Wye House is planned for Tuesday October 24.

The owners of Judith's Garden have not yet responded to the most recent letter.

**B. Next meeting date is November 13.**

**C. Maryland Planning Commissioners Association Conference, in Easton**

November 2 & 3 at Tidewater Inn. It may be an opportunity to see Policies and Procedures from other jurisdictions.

**D. Draft Zoning Ordinance Update**

18.7 provisions are confusing as written. The question is who is applying for the amendment and what would the process details be? The nature of the covenant is not clearly transmitted to subsequent owners.

**E. Other notices**

Preservation Maryland poll. Voter support for state tax credit program, which is strong on the Eastern shore.

Cell tower notices not sent for HPC review.

**IV. Open Floor**

**A. Request for grant research assistance**

Ron Mitchell was tasked in September with finding some grant research assistance in support of the HPC agenda to expand its assessments of at risk historic structures. A researcher was identified at the University of California Riverside, who is interested in the County's work. She has offered to perform 10 hours of research at a rate of \$45/hour, contingent on identifying some grants prospects. He moved that the HPC authorize the expense.

A motion was made to contract with Lauren Savord for reporting on ten hours of research within one month. Motion was made by Ron and seconded by seconded by Dorothy and approved unanimously.

Upon further instruction it was recommended that an authorization for the expenditure of County funds be approval as a contract from the County Finance Office. This will help lay a path for further use of any research. The Office of Law prepared and circulated a

brief contract for the research.

- B. Miguel expressed his regret for not providing notes on an earlier Heritage Preservation Plan subcommittee meeting. Draft summary included on following pages.
- C. Introduction of Doug Reedy, Talbot's new Floodplain Management Coordinator. Also an experienced grant writer and researcher.

**V. Adjourn**

Motion to adjourn at 4:15 PM, seconded and passed unanimously.

## Talbot County Historic Preservation Commission Heritage Preservation Plan Subcommittee

Meeting Minutes - DRAFT		
Date: 07/27/17		
Location: Conference Room #2 - Department of Planning and Zoning – 215 Bay Street, Easton, MD		
HPC Subcommittee Members		
Name	Attended	Comments
Ronald Mitchell	*	
Robert Mueller	*	
Cindy Schmidt	*	
<b>Staff</b>		
Talbot County Department of Planning and Zoning, Martin Sokolich & Miguel Salinas		

### Notes

#### Call to order – 10:00 a.m.

#### I. Meeting Subject

The meeting of the subcommittee was convened to discuss the potential for the development of a Heritage Preservation Plan for Talbot County. The plan would identify the County's heritage resources for preservation (including hazard mitigation), education and tourism. The plan would also include strategies and a prioritized implementation schedule with cost estimates to provide greater assurance that the document does not "sit on the shelf".

#### II. Model

When considering the development of a Heritage Preservation Plan, there are many pieces to the puzzle. Heritage Resources include those properties with a County-designated designated Historic Overlay District (HOD); historic structures, sites and districts eligible for HOD designation; potential park sites commemorating historic persons or events; and endangered historic structures and sites due to redevelopment (Easton Point), lack of use (Little Red Schoolhouse) or flood events.

In order to provide more focus, the subcommittee discussed the importance of using a business plan model to develop a basic Heritage Preservation Plan roadmap. This means defining the problem, developing a mission statement that explains the reason for the having such a plan, followed by goals and objectives.

#### III. Marketing the Plan to Others

Since one of the duties of the Historic Preservation Commission is to seek formal reports on the identification of heritage resources and the significance of their environments, there is a clear self-interest by the Commission in developing a Heritage Preservation Plan. There are, however, other County entities that can benefit from such a plan. The plan can be a roadmap for: 1) the Department of Economic Development and Tourism's heritage tourism

strategy, 2) The Department of Parks and Recreation's stewardship plans on county-owned properties that have historic resources, and 3) The Department of Emergency Services hazard mitigation strategies on historic structures and communities.

The subcommittee discussed the importance of a grassroots effort in the development of a Heritage Preservation Plan by involving County agencies, members of the Council, the Heritage Preservation Alliance, managers/owners of historic sites and other groups and individuals. Grant funding can also be pursued to hire a consultant to assist with the development of the plan.

**IV. Next Steps**

Before sharing its work with the full Commission, the subcommittee will consider reconvening to develop a plan outline that defines the problem, establishes a mission and considers goals and objectives that can be achieved from the plan.

**Follow-up:**

Identify a date for a follow-up meeting.